

Alcoholic Beverage: License Application		
EFFECTIVE 9/15/2013	FEES*	INITIAL DEPOSIT*
PDS PLANNING		\$955
ENVIRONMENTAL		
PDS REVIEW TEAMS		
STORMWATER		
DEH	SEPTIC/WELL	
	SEWER	
PDS TRAILS REVIEW		
VIOLATION FEE (<i>not included in total</i>)	None	
INITIAL DEPOSIT & FEE TOTAL		
\$955		

* Use our [Discretionary Permit Cost Guide](#) to estimate the County portion of your project's cost.

PLEASE FOLLOW ALL INSTRUCTIONS CAREFULLY TO AVOID DELAYS IN PROCESSING.

PART A:

All listed items must be completed, signed and saved as PDF files on a USB Flash Drive. PDS forms are available at <http://www.sdcounty.ca.gov/pds/zoning/ZoningNumeric.html> and at the links below.

[126 Acknowledgement of Filing Fees and Deposits](#) (see Note #1)

[655 Application for Determination of Public Convenience or Necessity](#)

PART B:

In addition to **PART A** on a USB Flash Drive, all items listed under **PART B** must be completed, signed and submitted as paper hard copies.

[655 Application for Determination of Public Convenience or Necessity](#): **One (1) hard copy.**

PART C:

All items below are informational only and not be submitted.

[906 Signature Requirements](#)

[209 Defense and Indemnification Agreement FAQs](#)

[Policy I-121: Procedure for Determining Public Convenience or Necessity for Alcoholic Beverage License Applications](#)

Submittal Appointments are no longer required.

Check-in at the main PDS counter no later than 3:30 p.m.

Submittal package MUST BE complete.

NOTES:

1. If the Financially Responsible Party (FINRESP) wants to designate an additional DEPOSITOR (such as an Agent or Permit Runner) to make online deposits to the FINRESP'S Trust Account(s), then the FINRESP and the DEPOSITOR must be Accela Citizen Access Registered Users and complete all of form PDS-126. Register at: <https://publicservices.sdcounty.ca.gov/citizenaccess>.

2. Save each complete Study, Report, Plot Plan, Map, etc., as a single PDF file onto One (1) USB Flash Drive. Submit only the requested files. Provide only one (1) USB Flash Drive at intake. All files must have all security restrictions and passwords removed. PDF files must be named by either "Form Number" (example: PDS-399F), or "Title of the submitted study" (example: Fire Protection Plan).
3. Please note: USB Flash Drive will not be returned.
4. One (1) copy of the **ABC Form Per Section 23958.4 for Off Sale, Public Premises & On Sale Beer (Type 40) Licenses**. Sections 1, 2, 3, and the bottom of the form need to be filled out. Form "Per Section 23958.4" indicates the NUMBER OF LICENSES ALLOWED ... and NUMBER OF EXISTING LICENSES (copy ABC Form is available at the Department of Alcoholic Beverage Control, at 1350 Front St, Room 5056, San Diego, CA 92101). **If the applicant does not have this form, filled out by the ABC office, DO NOT ACCEPT THE APPLICATION.**
5. Copy of ABC Form is available at: 1350 Front Street, Room 5056, San Diego, CA 92101.
6. Inform applicant that project goes to local Community Planning Group and/or Design Review Board for recommendation.
7. If project is a violation, plans must have Code Compliance Officer's stamp before accepting the application.